

# SCHOOL SAFETY SUBCABINET ADVISORY BOARD

**BYLAWS**  
(DEC 2023)

Approved by School Safety Subcabinet **Advisory Board**

# School Safety Subcabinet Advisory Board

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# School Safety Subcabinet Advisory Board

## Article 1 – Adoption of Bylaws Generally

### Section 1.1 – Definitions

- A. “Absence” means a duly appointed member is not present at or able to take part in a meeting.
- B. “Advisory Board” means the School Safety Subcabinet Advisory Board established under §7-1504 of the Education Article.
- C. “Center” means the Maryland Center for School Safety established under §7-1502 of the Education Article.
- D. “Executive Director” means the Executive Director as provided under §7-1502(d) of the Education Article.
- E. “Member” means a person as set forth in §7-1504(b) of the Education Article.
- F. “Quorum” means the presence of a majority of the members of the Board.
- G. “Subcabinet” means the School Safety Subcabinet established under §7-1503 of the Education Article.
- H. “Supermajority” means 2/3 of the quorum present.
- I. “Vacancy” means a Member was removed, died, or resigned from the Board.

### Section 1.2 – Purpose

These bylaws, adopted by the Members of the Advisory Board, provide the rules of governance for the Advisory Board during the conduct of all duties assigned under State law.

### Section 1.3 – Enactment

- A. These bylaws shall be approved by a majority vote of the Advisory Board.
- B. In order to amend the bylaws, a Member must make a motion and present the amendment during a regularly scheduled meeting of the Advisory Board. The motion to amend the bylaws must be approved by a majority vote of the Advisory Board.
- C. The bylaws shall be reviewed by the Members of the Advisory Board on an annual basis at the last regularly scheduled meeting of the fiscal year.
- D. Members may propose changes to the bylaws at any time. If the bylaws are amended they will be voted and approved as provided by subsection A above.
- E. A copy of the approved bylaws and any amendments shall be made available for public inspection on the Center’s website.

## Article 2 – Organization of the Advisory Board

### Section 2.1 – Membership

- A. The membership of the Advisory Board shall be as established in §7-1504(b) of the Education Article.
- B. The term of an Advisory Board Member appointed by the Governor shall be as established in §7-1504(d) of the Education Article.
- C. Ex Officio Members or their designees, as set forth in §7-1504 of the Education

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Article, shall serve as long as that Member holds the official position.

## Section 2.2 – Chair

- A. As required by §7-1504(c) of the Education Article, the Governor shall appoint a Chair of the Advisory Board from among its members.
- B. The duties of the Chair include:
  - 1. Running the meetings and setting agendas;
  - 2. Serving as the primary Advisory Board member spokesperson for media inquiries to the Advisory Board; and
  - 3. Acting as the Advisory Board’s primary point of contact for the Executive Director.
- C. In the event that the Chair or Vice Chair are both unable to attend a scheduled Advisory Board meeting, the Chair may delegate to the Executive Director the authority to identify a Member of the Advisory Board to preside at that meeting.

## Section 2.3 – Vice-Chair

- A. Unless already serving as Chair, the following members of the Advisory Board shall serve a rotating one-year term as the Vice-Chair, beginning with the first regularly scheduled meeting of the 2024 fiscal year in the following order:
  - 1. Member of the Senate of Maryland
  - 2. Member of the House of Delegates
  - 3. Representative of local superintendents of schools
  - 4. Representative of the Maryland Association of Boards of Education
  - 5. School psychologist or licensed or clinical social worker
  - 6. Special education administrator
  - 7. Classroom teacher
  - 8. School principal
  - 9. Representative of the Department of Human Services
  - 10. Representative of the Department of Juvenile Services
  - 11. School resource officer
  - 12. Sheriff
  - 13. Chief of Police
  - 14. Emergency medical, fire, or rescue services professional
  - 15. Director of the Maryland Coordination and Analysis Center or designee
  - 16. Representative of Maryland Assembly of School-Based Health Care
  - 17. Representative of Maryland Association of Student Councils
  - 18. Representative of the Center for School Mental Health at the University of Maryland, Baltimore Campus
  - 19. Representative of Disability Rights Maryland
  - 20. Parent of public school students as appointed by the Governor
  - 21. Parent of child with disabilities as appointed by the Governor

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22. Representative of nonpublic school as appointed by the Governor
  23. Representative of school bus drivers as appointed by the Governor
  24. Representative of nonpublic special education school as appointed by the Governor
- B. The Vice-Chair shall fulfill the role and duties of the Chair should the Chair be unavailable to do so.

## Section 2.4 – Designees

- A. The Members, who are not specifically authorized to appoint a designee by law, may appoint a designee from their organization to serve on the Advisory Board in their place for one (1) scheduled meeting each fiscal year.
- B. Members shall inform the Executive Director of who will serve as the Member's designee.
- C. Designees are authorized to fully participate and vote during meetings.

## Article 3 – Meetings

### Section 3.1 – Time and Location

- A. Regular meetings. The Advisory Board shall meet on the first Monday of the month in:
  1. October;
  2. December;
  3. February;
  4. March; and
  5. June.
- B. Location. Unless circumstances dictate otherwise, Advisory Board meetings will be conducted in person in both October and March and held at a location to be determined by the Chair. The Advisory Board will meet via an electronic platform in December, February and June. All meetings will be publicly live-streamed and video recorded.
- C. Public Notice. Public notice of meetings must be provided prior to the meeting. Posting the meeting notice and agenda on the Center website constitutes public notice for purposes of this section in compliance with §3-302 of the General Provisions Article. The notice provided shall clearly state whether the meeting will take place in-person or via an electronic platform.
- D. Additional Meetings.
  1. In addition to the regularly scheduled meetings, the Chair of the Advisory Board may call an additional, non-scheduled meeting.
  2. At least three (3) days of prior public notice must be provided to all Members, staff, and the public.
  3. Notice of the additional meeting and agenda on the Center website constitutes public notice for purposes of this section in compliance with § 3-202 of the General Provisions Article.
  4. All additional meetings will also be publicly live-streamed and video

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recorded.

E. Cancellation of a meeting. The Chair may cancel a meeting of the Advisory Board.

## Section 3.2 – Rules of Order

### A. Quorum

1. A Quorum must be present in order to conduct official business of the Advisory Board.
2. A Quorum of the Advisory Board shall consist of a majority of the Members of the Advisory Board.
3. A Member who is not able to physically attend a meeting may attend and participate by phone or video conference.
4. In the event of a vacancy on the Advisory Board, a Quorum shall consist of a majority of Members currently serving on the Advisory Board.
5. There shall be no effect on the Quorum when a Member of the Advisory Board abstains or declines to vote or if a Member is disqualified from participating under Section 4.1 of these bylaws.

### B. Public Testimony

1. The allowance of public testimony at a meeting must be approved by the Chair.
2. It is the preference of the Advisory Board that the public make a request to the Chair to provide testimony in advance of a meeting.
3. Public Testimony shall be subject to a time limit set by the Chair.
4. Public Testimony guidelines will be made available on the Center's website.

C. The Advisory Board, with the advice of counsel, shall follow the requirements of the Open Meetings Act as specified under Title 3, of the General Provisions Article<sup>1</sup>.

## Section 3.3 – Meeting Agenda

A. Each Advisory Board meeting shall include, at a minimum, the following agenda items:

1. Declaration of Quorum Present;
2. Additions to the Agenda;
3. Center Update Report;
4. Board Member Updates;
5. Legislative update (if appropriate);
6. Legal update (if appropriate);
7. Confirmation of Next Meeting;
8. Closed Session (if appropriate); and
9. Adjournment.

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<sup>1</sup> For information and guidance on the Open Meetings Act, see the Attorney General's [Open Meetings Act Manual](#) (11 ed., October 2022).

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B. Additional items may be added to the agenda at the discretion of the Chair.

C. Minutes

1. In-person and virtual meetings will be live-streamed, recorded and transcribed.
2. Recordings and transcriptions of the meetings will serve as meeting minutes, as permitted under the Open Meetings Act<sup>2</sup>, and be made available on the Center's website. If no recordings and/or transcriptions of the meetings are made, the Executive Director shall prepare minutes to be presented to all Advisory Board members promptly following the meeting.
3. Closed meeting minutes shall include a summary of the meeting, the individuals in attendance, and the actions taken. The closed meeting minutes shall remain sealed unless the requirements of §3-306(c)(4) of the General Provisions Article are met. Only a summary of the closed meeting shall be provided and publicly available pursuant to §3-306(c)(2) of the General Provisions Article.
4. If the Executive Director does not attend the closed meeting, the Assistant Attorney General or one of the members shall be responsible for preparing the closed meeting summary and minutes.

## Article 4 – Rules of Conduct

### Section 4.1 – Ethics

- A. Members required to follow the provisions of the Maryland Ethics laws<sup>3</sup>, shall:
1. By April 30th of each year, file the Financial Disclosure Statement<sup>4</sup> required under § 5601 et seq. of the General Provisions Article; and
  2. Adhere to the prohibition against the solicitation or acceptance of gifts or honoraria as required under § 5-505 of the General Provisions Article.

B. Disqualification due to Conflict of Interest

1. A Member of the Advisory Board shall recuse themselves and may not participate as to a matter if the Member:
  - i. Has a relative with an interest in the matter and the Member knows of the interest;
  - ii. Is part of a business entity which has an interest in the matter;
  - iii. Is negotiating employment or has arranged prospective employment with a business entity which has an interest in the matter;
  - iv. Has a direct financial interest in the matter; or
  - v. Otherwise believes that participation would create a conflict of interest.
2. A Member of the Advisory Board may seek advice from the Ethics Commission as to the presence of a conflict of interest or other good cause

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<sup>2</sup> Md. Code Ann., Gen. Prov. §3-306(b)(2).

<sup>3</sup> See the [Maryland Public Ethics Law Summary](#) provided by the State Ethics Commission.

<sup>4</sup> Financial Disclosure Statements can be filed online - <https://efds.ethics.maryland.gov/>

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for disqualification.

3. If a Member does not voluntarily recuse themselves, the other Advisory Board members may disqualify that Member if a supermajority determines that the Member has a conflict of interest that should disqualify that member from acting on a particular matter.
4. If a Member has recused themselves or is disqualified from participating in a matter before the Advisory Board, the recusal or disqualification and the reason(s) for it shall be recorded in the meeting minutes.

## Section 4.2 – Grounds for Removal of Members

- A. With the approval of a majority of the Advisory Board, the Chair may remove any Member of the Advisory Board for:
  1. Immorality;
  2. Misconduct in office;
  3. Incompetency;
  4. Willful neglect of duty; or
  5. Failure to attend, without good cause, at least half of the scheduled meetings of the Advisory Board in any one (1) fiscal year.
- B. Before removing a Member, the Chair shall send the Member and their appointing organization notification of the intended action by the Advisory Board outlining the reasons for the proposed removal and providing the Member with an opportunity within ten (10) days to request a meeting before the full Advisory Board.

## Section 4.3 – Resignation and Vacancies

- A. A Member who chooses to resign from the Advisory Board shall provide written notice of resignation to:
  1. Their Appointing Organization as specified in law;
  2. The Chair of the Advisory Board; and
  3. The Executive Director.
- B. A Member who is replaced on the Advisory Board by their Appointing Organization shall provide written notice to:
  1. The Chair of the Advisory Board; and
  2. The Executive Director.

## Section 4.4 – Level of Effort

Members shall expend the time and effort necessary to ensure that they fully understand their duties and obligations as members of the Board.



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## Article 5 – Roles and Responsibilities

### Section 5.1 – The Advisory Board

The Advisory Board shall provide the Subcabinet with advice and assist the Subcabinet in completing its duties as outlined in §7-1503(g) of the Education Article.

### Section 5.2 – The Executive Director and Center Staff

- A. The Executive Director shall carry out all duties and functions assigned to the Center under §7-1502(g) of the Education Article.
- B. The duties of the Center include the performance of the following functions and duties:
  1. Provide technical assistance and consultation to local school systems, State and local government, and community organizations on best practices for safe schools and violence prevention;
  2. Develop a website containing a searchable database of definitive research, books, videos, white papers, speakers, websites, and other school safety resources;
  3. Develop criteria that may be applied consistently and uniformly in local school systems for coding unsafe incidents and serious or violent offenses;
  4. Research and recommend the use of common assessment tools to be used to identify specific problems and needs of schools and neighborhoods to facilitate intervention before assessed findings become problematic;
  5. Assist local school systems to conduct a thorough assessment of their school safety data, school building layouts, and use of human resources for monitoring purposes to determine the need for:
    - i. Surveillance and other security technology; and
    - ii. Innovations to maximize the use of human resources to monitor activity and influence positive relationship building;
  6. Maintain and maximize relationships with emergency responders, law enforcement personnel, parents, and other emergency preparedness stakeholders to ensure seamless execution in an emergency event, including:
    - i. Consolidate resources among stakeholders to maximize support and secure necessary skills to ensure emergency plan implementation;
    - ii. Conduct collaborative training and preparation exercises; and
    - iii. Identify improvements and ensure nonduplication of effort in emergency response procedures;
  7. Provide safety information on traveling to and from school to parents and students twice a year that includes data related to bus and pedestrian

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- safety, strategies for ensuring personal safety, efforts of the local school system or school to improve safety, and information on the available options for reporting incidents or concerns;
8. Utilize and update an existing clearinghouse of law enforcement resources that are available to support school safety to ensure that it includes information regarding the purpose and process for accessing available funding;
  9. Assist local school systems to improve and monitor traffic control measures in the immediate vicinity of schools to reduce the potential for pedestrian and vehicle accidents;
  10. Assist the Department to evaluate and update current data systems to ensure they are best suited for providing useful information on school safety issues;
  11. Assist local school systems to monitor local school system and individual school behavior data to ensure fairness in the application of consequences for student misbehavior;
  12. Assist the Department and local school systems:
    - i. To prepare an annual report that combines multiple school safety data systems into one format for public review; and
    - ii. To incorporate new data points into existing data collection systems;
  13. Assist in the development of safety and security criteria for the design and operation of school facilities;
  14. Assist local school systems to identify resources and implement training for students and parents about relationship violence, identifying the signs of unhealthy relationships, and preventing relationship violence;
  15. Provide technical assistance to local school systems in the review of safety and security audits and the implementation of improvements in school facilities;
  16. Analyze data on school resource officers and develop guidelines and training for local school systems as required under §7-1508 of the Education Article;
  17. Certify school safety coordinators as required under §7-1508 of the Education Article;
  18. Submit to the General Assembly and the Governor a summary of reports on school resource officer and local law enforcement agency coverage in public schools as required under §7-1508 of the Education Article;
  19. Consult with local school systems on safety evaluations developed under §7-1510 of the Education Article;
  20. Review and comment on school emergency plans developed under §7-1510 of the Education Article; and
  21. Report to the General Assembly and the Governor on life-threatening

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incidents as required under §7-1510 of the Education Article.

## Article 6 – Non-Discrimination and Equity Statement

The Subcabinet, Advisory Board and Center affirm that they shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The Subcabinet, Advisory Board and Center further affirm that it shall take into consideration diversity, equity and inclusion in its policies and procedures, and in setting and refining the research agenda.

Bylaws Version	Adoption Date
Version 1	December 4, 2023